



City of Wyoming, Michigan Administrative Policy

Subject: Social Security Number (SSN) Privacy Policy

Department: Human Resources – James Kohmescher, Director

Department Head: /s/James Kohmescher

Date: 11/28/2005

Curtis Holt, City Manager: /s/Curtis Holt

Date: 11/28/2005

SOCIAL SECURITY NUMBER (SSN) PRIVACY POLICY

All employees are required to have a SSN in order to be employed by the City of Wyoming (“City”), so that the City can make adequate tax reporting. However, the City takes each employee’s privacy very seriously, and it maintains a strict policy to protect the confidentiality of SSNs that are obtained by or provided to the City and/or its employees, members, contractors, agents, and representatives in the course of their employment, activities, or services performed on behalf of the City.

Documents containing SSNs shall be kept in confidential files. Except as required by necessary and legitimate business purposes, no employee is permitted to have access to SSNs (including documents that contain any SSNs) or to keep, view, use, copy, disclose, distribute another person’s SSN, or in any other way disclose another’s SSN. One who accesses a SSN for necessary and legitimate business purposes is prohibited from using or accessing the SSN in a manner that may permit an unauthorized individual to view, use, or access the number.

When documents containing SSNs are no longer needed and are to be discarded, such documents must be disposed of in a manner that ensures the confidentiality of the SSNs. The City has developed a practice of shredding, electronically deleting, or otherwise disposing of confidential records, including documents containing SSNs.

Violation of this policy is subject to disciplinary action, up to and including discharge.